### **Example of a Cover Letter for Subdivision Submittal**

# SMITH'S ENGINEERING CO., INC.

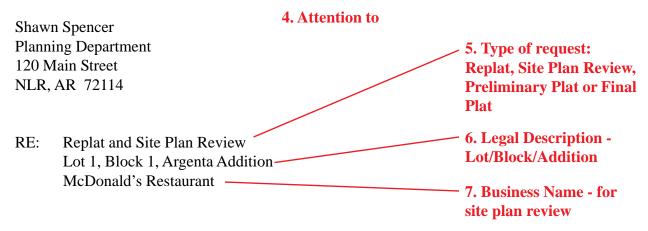
100 Main Street, North Little Rock, Arkansas 501-555-5555 phone 501-555-5555 fax

1. Contact Phone Number

2. Contact Fax Number

June 19, 2007

3. Date



Mr. Spencer,

#### **8. Planning Commission Date**

Please accept this letter to serve as our application for the above referenced submittal. We wish to be placed on the July 10<sup>th</sup> Planning Commission meeting. We are requesting both the plat and site plan be accepted for review simultaneously.

#### 9. Background Information - if needed

The owner is requesting a replat of 3 existing lots into 1 to allow the construction of a restaurant. We will be sending our detention calculations to the City Engineer for separate review.

10. Detention Plan - on site or pay in-lieu of fee

The owner is requesting a waiver of the: (1) sidewalk requirements, (2) half street improvements, and (3) sideyard setback.

#### 11. Waivers Requested - if needed

Enclosed please find a check for the review fee in the amount of \$201.00.

#### 12. Fees Provided

If you have any questions please give me a call.

Sincerely,

13. Contact Information

John Smith

## Typical Submittal for a Replat and Site Plan Review Combination

17 sets with review payment attached to top set

1 Set = a cover letter, checklist (filled out), drawings (folded), site plan review drawing

If your submittal has more than one drawing included: fold each drawing separately and do **not** staple drawings together.

